# Schedule Editor – Managers

**eSTART**
State of Alabama

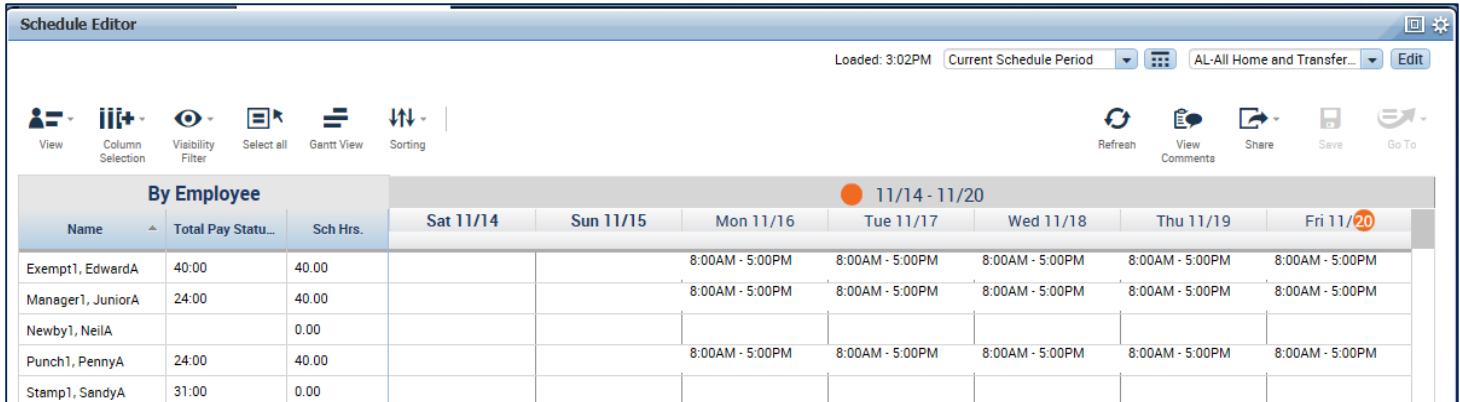## Maintaining Schedules

Select **Related Items>Schedule Editor** to make changes to an employee's schedule.

| Schedule Editor | | | | | | | | |
|---|---|---|---|---|---|---|---|---|

Loaded: 3:02PM   Current Schedule Period ▼ ▦   AL-All Home and Transfer... ▼ [Edit]

View | Column Selection | Visibility Filter | Select all | Gantt View | Sorting ··· Refresh | View Comments | Share | Save | Go To

| By Employee | | | 11/14 - 11/20 | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Name | Total Pay Statu... | Sch Hrs. | Sat 11/14 | Sun 11/15 | Mon 11/16 | Tue 11/17 | Wed 11/18 | Thu 11/19 | Fri 11/20 |
| Exempt1, EdwardA | 40:00 | 40.00 | | | 8:00AM - 5:00PM | 8:00AM - 5:00PM | 8:00AM - 5:00PM | 8:00AM - 5:00PM | 8:00AM - 5:00PM |
| Manager1, JuniorA | 24:00 | 40.00 | | | 8:00AM - 5:00PM | 8:00AM - 5:00PM | 8:00AM - 5:00PM | 8:00AM - 5:00PM | 8:00AM - 5:00PM |
| Newby1, NeilA | | 0.00 | | | | | | | |
| Punch1, PennyA | 24:00 | 40.00 | | | 8:00AM - 5:00PM | 8:00AM - 5:00PM | 8:00AM - 5:00PM | 8:00AM - 5:00PM | 8:00AM - 5:00PM |
| Stamp1, SandyA | 31:00 | 0.00 | | | | | | | |

## Scheduling a Shift Using In-Cell Editing (One-Time Schedule Change)

Shifts are individual work times for a particular day,  i.e.: Monday 7:30am – 4:30pm.

**1**  Click in the date cell for the employee in the Schedule Editor.

**2**  Manually enter the shift start and end times, such as 8a-5p. Press **Tab**.
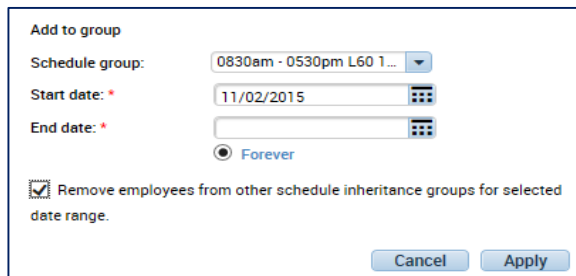
**3**  Select **Save**.

## Adding Employee(s) to a Schedule Group

Groups allow multiple employees to be assigned the same work pattern.  The pattern is assigned to the group and applied to all employees within the group.

**NOTE:**  Non-exempt employees must be assigned a schedule group with a lunch time, such as **0730-0430 Lunch 60 12-00**.  "Lunch 60" refers to the length of the lunch time.  There are also groups with 30-minute lunches.  The "12-00" refers to the start time of the lunch.  There are groups with varying lunch start times in the list, such as 11:15 or 12:30.

The groups ending with **Auto-PFS** are to be used for exempt employees **only**.

**1**  From the Schedule Editor, select **View>By Schedule Group**.  Set the time period.

**2**  Highlight to select employees.  Right-click on the employee names to display the selections.

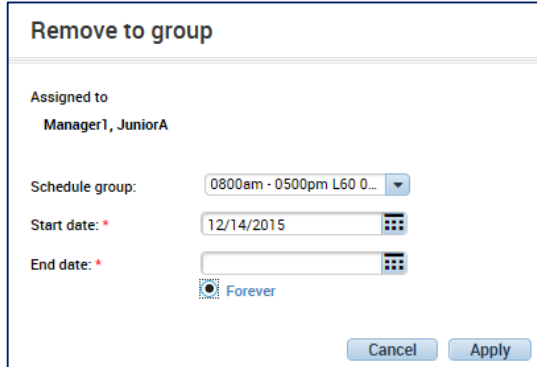**3**  Select **Add to Group** from the menu.  The **Add to Group** window displays.

Add to group
Schedule group:   0830am - 0530pm L60 1... ▼
Start date: *     11/02/2015   ▦
End date: *       ▦
                  ⦿ Forever
☑ Remove employees from other schedule inheritance groups for selected date range.
[Cancel]  [Apply]

**4**  Select the new **Schedule Group** assignment, choose the **Start Date** and **End Date** (or select **Forever**, if no specific End Date).

**5**  Select the **Remove employees from other schedule inheritance groups for selected date range** check box.  Then click **Apply.**

**6**  Click the **Save** button on the Schedule Editor page.

## Removing Employee(s) from a Schedule Group

**1** From the Schedule Editor, select **View>By Schedule Group**.  Set the time period.

**2** Highlight to select employees.  Right-click on the employee names to display the selections.

**3** Select **Remove from Group** from the menu.  The **Remove from Group** window displays.

Remove to group
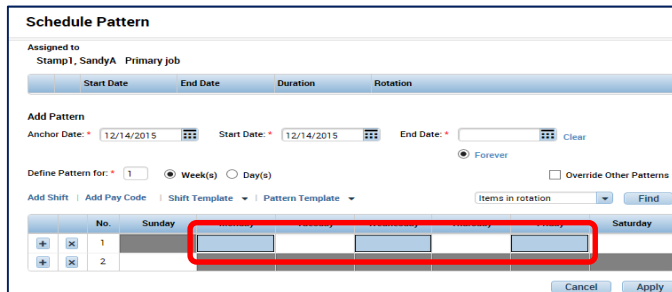
Assigned to
Manager1, JuniorA

Schedule group:      0800am - 0500pm L60 0...
Start date: *        12/14/2015
End date: *
                     ⦿ Forever

Cancel    Apply

**4** Select the current schedule group from the **Schedule Group** drop down, choose the **Start Date** and **End Date** (or select **Forever**, if no specific End Date).  Click the **Apply** button.

**5** Click the **Save** button on the Schedule Editor page.

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## Assigning a Schedule Pattern

To add a pattern to the employee that is not assigned to a group

**1** Select the row with employee name from the **Schedule Editor** and right-click on the name.

**2** Select **Schedule Pattern** from the selections menu.  The **Schedule Pattern** window displays.
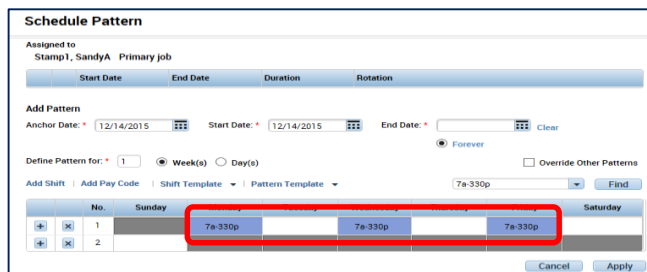
Schedule Pattern

Assigned to
Stamp1, SandyA  Primary job

| Start Date | End Date | Duration | Rotation |
|---|---|---|---|

Add Pattern
Anchor Date: * 12/14/2015    Start Date: * 12/14/2015    End Date: *          Clear
                                                              ⦿ Forever
Define Pattern for: * 1   ⦿ Week(s) ○ Day(s)                  ☐ Override Other Patterns
Add Shift | Add Pay Code | Shift Template ▾ | Pattern Template ▾      Items in rotation ▾   Find

| | No. | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|---|---|
| + × | 1 | | | | | | | |
| + × | 2 | | | | | | | |

Cancel    Apply

**3** Select **Anchor Date**, **Start Date** and **End Date** (or select **Forever**, if no specific End Date).

**4** Check the **Override Other Patterns** check box .

**5** Select **Shift Template** drop-down.
Choose a shift from the list.

Schedule Pattern

Assigned to
Stamp1, SandyA  Primary job

| Start Date | End Date | Duration | Rotation |
|---|---|---|---|

Add Pattern
Anchor Date: * 12/14/2015    Start Date: * 12/14/2015    End Date: *          Clear
                                                              ⦿ Forever
Define Pattern for: * 1   ⦿ Week(s) ○ Day(s)                  ☐ Override Other Patterns
Add Shift | Add Pay Code | Shift Template ▾ | Pattern Template ▾      7a-330p ▾   Find

| | No. | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|---|---|
| + × | 1 | | 7a-330p | | 7a-330p | | 7a-330p | |
| + × | 2 | | | | | | | |

Cancel    Apply

**6** The new pattern will populate into the calendar on the Pattern Editor screen.  If correct, click the **Apply** button.

**7** The Schedule populates on the Schedule Pattern screen.  To add another pattern, select **Add Pattern.**  Else, click **OK. Save** the **Schedule Editor** page.